

Memphis College of Art

2011-2012 Verification Instructions

A. What is Verification?

Verification is the process of confirming that the information reported on the FAFSA is accurate.

B. What documentation is required?

In order for the financial aid office at Memphis College of Art to complete the verification process required by the Federal Department of Education and continue processing your financial aid, please submit the items below:

Dependent Students:

*2011-2012 Verification Worksheet

*Signed copy of your 2010 federal taxes

*Signed copy of your parents' 2010 federal taxes

Independent Students:

*2011-2012 Verification Worksheet

*Signed copy of your (and spouse's) 2010 federal taxes

C. Additional documentation requirements:

If you and/or your parents received any of the following sources of income in 2010, please provide documentation of the total annual amount received.

*2010 welfare (TANF) documentation

*2010 Social Security documentation (for each household member)

*2010 child support received (total amount for all children)

*2010 child support paid (total amount for all children)

D. Verification instructions:

Step 1: Complete the entire verification worksheet with all required signatures.

Step 2: Attach a **signed** copy of your 2010 federal income tax return (include a copy of your parent's 2010 Federal tax return as well or in the case of married independent students, attach your spouse's 2010 Federal tax information)

Step 3: Review section C above and attach any necessary 2010 income documentation

Step 4: Double-check all answers and documents submitted. Please do not leave any line items blank on page 2 of the verification worksheet. If you did not receive the income in question, please be sure to put a 0 on that line item.

Please Note: Errors or missing information may cause delays in processing your financial aid.

You may fax, email or mail these verification documents to us at:

Memphis College of Art
Financial Aid Office
Attention: Aaron White
1930 Poplar Avenue
Memphis, TN 38104
(901) 272-5134 Fax
(901) 272-5136 Phone
AWhite@mca.edu